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TO : Director of Training

DATE: 29 November 1955

FROM : Acting Chief, Plans &amp; Policy Staff

SUBJECT: Weekly Activity Report No. 47  
16-22 November 19551. SIGNIFICANT ITEMS

None.

11. OTHER ITEMSA. Projects Underway

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1. Revision of CIA [ ] into one regulation (final revised draft under consideration).
  2. Revision of CIA [ ] (draft for internal coordination completed).
  3. OTR Regulation on the release of training materials to other components (in coordination circuit in OTR).
  4. OTR Regulation establishing a Speaker Index (in coordination circuit in OTR).
  5. Revised procedures for securing annual training estimates from all components (procedure outline to be completed by 25 November for review by School Chiefs).
  6. Support Planning Guide for training section, Support Annex to the Country Appendix, CS Cold War Plan.
  7. Review of long-term schedule and effect of course prerequisites on schedule.
  8. OTR Regulation concerning the distribution of published student reading materials.

B. DD/I Component Briefings of OTR

The next briefing will be held on 8 December, 1100 hours, in Room 115, Administration Building (formerly South Building). Mr. Sherman Kent will preside.

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C. New Building Requirements

The OTR representative on the DD/S Building Committee:

1. Presented revised space estimates to Building Plans Branch/Office of Logistics for Clerical training in the proposed EOD Center.
2. Assisted TSS to plan classroom needs utilizing OTR classrooms, in part.

D. Hot War Planning

OTR representatives reviewed and commented on the implications for training plans in Annex J, Concept of Operations, European Theater Plan.

E. Indirect Assessment

A second meeting of the work group on Indirect Assessment was held 18 November 1955. It was decided to continue informal discussion with Senior Operations Officers concerning the practicality of such an effort. Reactions to date have generally been favorable. A second decision was to begin planning a study of alcoholic reactions. This will be in the nature of a pilot run upon which studies on other subjects can be undertaken.

F. DD/P TLO Meetings

Mr. [ ] represented the Office of Training at the DD/P TLO meeting on 18 November 1955. Mr. [ ] briefed the TLO's on Management and supervision training. Counterspyionage, staybehind and language training were discussed with Mr. John [ ] of the CI Staff explaining the efforts of that staff to relieve the CE training situation. There was objection made to the announcement by Mr. [ ] that staybehind would be given on a tutorial basis. Mr. [ ] of the SSA/DDS Staff indicated that steps would be taken to encourage language training in the DD/P.

G. Clandestine Services Training Committee Meeting

[ ] met with the Clandestine Services Training Committee on 22 November. He has been invited to sit with the group as a regular non-voting member. Items discussed at the meeting included the training support guide for planning which in production by the Office of Training, Phase III qualification for those who have completed Phase II, DD/P training requirements for FY 1957, and a request from Chief, FE, for approval of Mr. [ ] as FE Training Officer. It was agreed that a recommendation be sent to Mr. [ ] to approve the recommendation. OTR-CS

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Training Officer Meeting was deemed not essential during November.

X ( H. During this reporting period a memorandum concerning Agency manpower was prepared for the Director of Training. )

I. The Chief, Reports and Publications Branch, PPS, has delivered the final rough chart of the five-year presentation to ISB for drafting. A photograph of an OTR Staff meeting remains to be done. The draft of the text is done and waiting the criticism of a Reading Panel.

J. The original intention was to have the text set up in the linotype. There are apparently difficulties in the way of getting permission for the use of the linotype. The Chief is investigating and may propose varitype.

111. PERSONNEL

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- A. [ ] is attending the current Operations Familiarization course.
  - B. [ ] is on a temporary assignment abroad.
  - C. [ ] terminated her employment on 18 November.

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